PRODUCTION DIARIES

**Everything you do for pre-production and production should be documented.**

* Describe what you have done
* **Include a screen shot, recording or photo**
* Explain why you did it
* **Discuss how you did it**
* Comment on the decisions and changes you have made and why you made them
* **Discuss the problems you came up against and how you resolved them (or tried to!)**
* If your decisions have been informed by your research please explain this in detail
* **Reflect on how well it worked out**
* Discuss how your action has impacted on the overall project
* **Conclude with what you have learnt and what you will do next**